



**DEPARTMENT OF HEALTH
AND SOCIAL SERVICES**

"DMS - Serving Those Who Serve Delaware"

Division of Management Services

RECRUITMENT #: 06-H28-SNL

OPENING DATE: May 12, 2006

CLOSING DATE: Continuous until filled

DENTAL ASSISTANT *(Seasonal Position)*

Location:

Division of Public Health
Health System Management
Williams State Service Center
805 River Road
Dover, DE 19901

Kent and Sussex Counties (Please check the appropriate county or counties of interest on your application.)

SUMMARY STATEMENT: An incumbent in this class assists the dentist with four-handed dentistry and provides clerical services in the operation of a public health dental clinic and in the school-based sealant program. The incumbent should enjoy working with children.

MINIMUM QUALIFICATIONS: Applicants must have education, training, and/or experience demonstrating competence in the following areas:

1. Knowledge of dental operative assistance procedures and techniques.

To qualify, applicants must have completed coursework in dental assisting or must have experience assisting a dentist during procedures such as fillings, extractions and root canals. Clearly describe applicable coursework, identify the school attended and describe the dental procedures. Please submit transcripts (unofficial is acceptable) for coursework and documentation for certificates held. Describe all experience you have had assisting dentists with procedures.

NOTE: Recurrent Statewide travel for Division of Public Health community outreach and prevention programs required as needed.

RATE OF PAY: \$11.47/hour

LENGTH OF ASSIGNMENT: Indefinite

HOURS OF EMPLOYMENT: Monday – Friday between the hours of 8:00 am - 4:30 pm (not to exceed 29.75 hours per week.)

BENEFITS: No benefit package is available for this position.

APPLICATION REQUIREMENTS AND CONTACT PERSON: Submit a completed State of Delaware application to:

**Division of Public Health
Attn: Bridget Smith
Health System Management
Williams State Service Center
805 River Road
Dover, DE 19901
Phone: 302-741-2971
Or
Fax to 302-741-2970**

**THE STATE OF DELAWARE IS AN AFFIRMATIVE ACTION
AND EQUAL OPPORTUNITY EMPLOYER.**